

Competencies -- Literacy Levels  
Outcome Measures Definitions & Educational Functioning Level Descriptors

<b>Beginning ESL Literacy</b>	<b>Speaking &amp; Listening</b>	<b>Basic Reading &amp; Writing</b>	<b>Functional &amp; Workplace Skills</b>
	-cannot speak or understand English -or understands only isolated words or phrases.	- has no or minimal reading or writing skills in any language - little or no comprehension of how print corresponds to spoken language -may have difficulty using a writing instrument.	-functions minimally or not at all in English - communicate only through gestures or a few isolated words, such as name and other personal information -very routine entry-level jobs with no oral or written communication in English
<b>Beginning ESL</b>	<b>Speaking &amp; Listening</b>	<b>Basic Reading &amp; Writing</b>	<b>Functional &amp; Workplace Skills</b>
	-understands frequently used words -simple phrase spoken slowly and with some repetition -little to no control over basic grammar -some understanding of simple questions	- recognizes, reads, and writes numbers and letters -may need frequent re-reading -writes a limited number of basic sight words and familiar words and phrases -uses inconsistent simple punctuation -frequent errors in spelling	-has simple oral communication abilities using simple learned and repeated phrases -may need frequent repetition - provide personal information on simple forms - recognize common forms of print, i.e. labels, product names - handle routine entry-level jobs that require basic written and oral English communication
<b>Low Intermediate ESL</b>	<b>Speaking &amp; Listening</b>	<b>Basic Reading &amp; Writing</b>	<b>Functional &amp; Workplace Skills</b>
	-understands simple learned phrases & limited new phrases containing familiar vocabulary - express basic survival needs & participate in some routine social conversations -some control of basic grammar	- reads simple material on familiar subjects - write simple notes & messages but lacks clarity & focus -sentence structure lacks variety but shows some control of basic grammar -consistent use of punctuation (periods, capitalization)	- interpret simple directions & schedules, signs, & maps - fill out simple forms but needs support on some documents that are not simplified - handle routine entry level jobs that involve some written or oral English communication with job tasks demonstrated - use simple computer programs & complete routine tasks using technology (tax machine, computer)

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High Intermediate ESL	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	<ul style="list-style-type: none"> <li>- understand learned phrases &amp; short new phrases containing familiar vocabulary</li> <li>- communicate basic survival needs with some help</li> <li>- participate in conversation in limited social situation &amp; use new phrases</li> <li>- inconsistent control of more complex grammar</li> </ul>	<ul style="list-style-type: none"> <li>- care read text on familiar subjects</li> <li>- use context to determine meaning</li> <li>- write simple paragraphs with main idea &amp; supporting details on familiar topics</li> <li>- self and peer edit for spelling &amp; punctuation</li> </ul>	<ul style="list-style-type: none"> <li>- meet basic survival &amp; social needs</li> <li>- follow some simple oral &amp; written instruction</li> <li>- has some ability to communicate on the phone on familiar subjects</li> <li>- write messages &amp; notes related to basic needs</li> <li>- complete basic medical forms &amp; job applications</li> <li>- handle jobs that involve basic oral instructions &amp; written communication</li> <li>- work with or learn basic computer software</li> <li>- follow simple instructions for using technology</li> </ul>
Low Advanced ESL	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	<ul style="list-style-type: none"> <li>- converse on many everyday subjects &amp; some with unfamiliar vocabulary &amp; speak creatively but with hesitation</li> <li>- clarify general meaning by rewording &amp; has control of basic grammar</li> <li>- understands descriptive &amp; spoken narrative &amp; can comprehend abstract concepts in familiar contexts</li> </ul>	<ul style="list-style-type: none"> <li>- able to read simple descriptions &amp; narratives on familiar subjects</li> <li>- make some minimal inferences but not consistently</li> <li>- write simple narrative descriptions &amp; short essays on familiar topics</li> <li>- consistent use of basic punctuation but makes grammatical errors with complex structures</li> </ul>	<ul style="list-style-type: none"> <li>- function independently to meet most survival needs &amp; can communicate on the telephone on familiar topics</li> <li>- interpret simple charts &amp; graphics</li> <li>- handle jobs that require simple oral &amp; written instructions</li> <li>- use all basic software applications</li> </ul>
High Advanced ESL	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
	<ul style="list-style-type: none"> <li>- understand &amp; participate effectively in face-to-face conversations on everyday subjects</li> <li>- clarify general meaning &amp; control basic grammar</li> </ul>	<ul style="list-style-type: none"> <li>- read authentic materials on everyday subjects</li> <li>- uses increased control of language &amp; meaning-making strategies</li> <li>- write multiparagraph essays</li> <li>- writing contains well formed sentences &amp; few grammatical errors</li> </ul>	<ul style="list-style-type: none"> <li>- has a general ability to use English effectively to meet most routine social &amp; work situations</li> <li>- has high ability to communicate on the telephone &amp; understand radio &amp; television</li> <li>- interact with the public</li> <li>- instruct others in use of software &amp; technology</li> </ul>

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	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
<b>Beginning ABE Literacy</b>	<ul style="list-style-type: none"> <li>- no or minimal reading &amp; writing skills</li> <li>-little or no comprehension of how print corresponds to spoken language</li> <li>-may have difficulty using a writing instrument</li> <li>-at upper range, can recognize, read, &amp; write letter &amp; numbers</li> <li>- write a limited number of basic sight words &amp; familiar words &amp; phrases</li> <li>- write basic personal information</li> <li>-inconsistently uses simple punctuation</li> </ul>	<ul style="list-style-type: none"> <li>- little or no recognition of numbers or simple counting skills</li> </ul>	<ul style="list-style-type: none"> <li>-little or no ability to read basic signs or maps &amp; can provide limited personal information on simple forms</li> <li>- handle routine entry level jobs that require little or no basic written communication &amp; no knowledge of computers or other technology</li> </ul>
	Speaking & Listening	Basic Reading & Writing	Functional & Workplace Skills
<b>Beginning Basic Education</b>	<ul style="list-style-type: none"> <li>- read simple material on familiar subjects &amp; comprehend simple &amp; compound sentences in single or linked paragraphs containing a familiar vocabulary</li> <li>-write simple notes &amp; messages on familiar situations but lacks clarity &amp; focus</li> <li>-sentence structure lacks variety, but individual shows some control of basic grammar &amp; use of punctuation</li> </ul>	<ul style="list-style-type: none"> <li>- count, add, &amp; subtract three digit numbers</li> <li>-perform multiplication through 12</li> <li>-identify simple fractions &amp; perform simple arithmetic operations</li> </ul>	<ul style="list-style-type: none"> <li>- read simple directions, signs, &amp; maps</li> <li>-fill out simple forms requiring basic personal information</li> <li>-write phone messages</li> <li>-make simple change</li> <li>-minimal knowledge of &amp; experience with using computers and technology</li> <li>-handle basic entry level jobs that require minimal literacy skills</li> <li>-recognizes very short, explicit, pictorial texts</li> <li>-reads want ads &amp; complete simple job applications</li> </ul>

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<b>Low Intermediate Basic Education</b>	<b>Speaking &amp; Listening</b>	<b>Basic Reading &amp; Writing</b>	<b>Functional &amp; Workplace Skills</b>
	<ul style="list-style-type: none"> <li>- read text on familiar subjects</li> <li>-use context to determine meaning</li> <li>-interpret actions required in specific written directions</li> <li>-write simple paragraphs</li> <li>-self &amp; peer edit for spelling &amp; punctuation errors</li> </ul>	<ul style="list-style-type: none"> <li>- perform with high accuracy all four basic math operations with whole numbers up to three digits</li> <li>-identify &amp; use all basic mathematical symbols</li> </ul>	<ul style="list-style-type: none"> <li>- handle basic reading, writing, &amp; computational task related to life roles, such as medical forms, order forms, or job applications</li> <li>-read simple charts, graphs, labels, &amp; payroll stubs</li> <li>-use simple computer programs &amp; perform a sequence of routine task given direction using technology</li> <li>-qualify for entry level jobs that require following basic written instructions &amp; diagrams with assistance</li> <li>-read simple dials &amp; scales &amp; take routine measurements</li> </ul>
<b>High Intermediate Basic Education</b>	<b>Speaking &amp; Listening</b>	<b>Basic Reading &amp; Writing</b>	<b>Functional &amp; Workplace Skills</b>
	<ul style="list-style-type: none"> <li>- read simple descriptions &amp; narratives on familiar subjects</li> <li>-make some minimal inferences about familiar texts &amp; compare &amp; contrast information but not consistently</li> <li>-write simple narrative descriptions &amp; short essays on familiar topics</li> <li>-has consistent use of basic punctuation</li> </ul>	<ul style="list-style-type: none"> <li>- perform all four basic math operations with whole numbers &amp; fractions</li> <li>-determine correct math operations for solving narrative math problems</li> <li>-convert fractions to decimals &amp; decimals to fractions</li> <li>-perform basic operations on fractions</li> </ul>	<ul style="list-style-type: none"> <li>- handle basic life skills tasks such as graphs, charts, &amp; labels</li> <li>-follow multistep diagrams</li> <li>-read authentic materials on familiar subjects</li> <li>-complete forms such as a job application &amp; reconcile a bank statement</li> <li>-handle jobs that involve following simple written instructions &amp; diagrams</li> <li>-read procedural texts with diagrams</li> <li>-learn or work with most basic computer software</li> <li>-follow simple instruction for using technology</li> </ul>